



dcstm

Department:  
Community Safety and Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



## HUMAN RESOURCE MANAGEMENT

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KG MAKAOA

### DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT – NORTH WEST VACANCY CIRCULAR NO. 01 OF 2023/2024 FINANCIAL YEAR

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

**APPLICATIONS:** The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 105, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota. Applications may be emailed to: [kmakaota@nwpq.gov.za](mailto:kmakaota@nwpq.gov.za)

Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://www.dpsa.gov.za).

Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered.

Qualifications of shortlisted candidates will be verified with SAQA. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. **Emailed applications will be only accepted for post of Head of Department (ref.01/2023/24).** It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

**CLOSING DATE: 11/05/2023 AT 15H30**

"Let's Grow North West Together"



**POST : HEAD OF DEPARTMENT  
(5-YEAR CONTRACT)**

**NB: This is a re-advertisement; candidates who previously applied are encouraged to reapply**

**REF : 01/2023/24**

**SALARY : R1 590 747.00 per annum-All-inclusive flexible remuneration package (Salary level 15) plus 10% non-pensionable Head of Department's monthly allowance. The all-inclusive remuneration package consists of a basic salary of either 60% and 40% or 70 % and 30% flexible portion structured according to personal needs. The successful candidate must enter into a performance agreement and sign employee contract**

**CENTRE: MAHIKENG**

**REQUIREMENTS:** Grade 12 Certificate, an undergraduate qualification (NQF Level 7) plus a Postgraduate qualification (NQF Level 8) in Public Administration or any qualification related to Management Studies as recognized by SAQA. Relevant qualification in policing and/or transport will serve as an added advantage. A minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state. Experience within the Safety & Security Sector and/or Transport Sector will serve as an added advantage. No criminal Record.

**COMPETENCIES:** Strategic capacity and dynamic leadership skills. Programme and project management skills. Strong financial management skills. Problem- solving and conflict management skills. People management and empowerment skills. Client orientation and customer focus. Highly developed communication, networking and presentation skills. Honesty and integrity. Excellent in-depth knowledge of, and insight into all applicable policy frameworks governing the public sector in relation to the Safety or Transport environment. Capability to perform all the assigned functions. Computer Literacy.

**DUTIES:** Reporting to the MEC for Community Safety and Transport Management; the incumbent will provide strategic and operational support to the Office of the Executive Authority and serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Community Safety and Transport Management Prescripts, Services and Programmes in the Province. In addition to serving as the Accounting Officer of the Department, the incumbent will be directly responsible for the following within the framework of the Departmental Strategic Plan. Manage and Oversee the management of provincial Secretariat oversight functions over Police Services within the Province. Oversee the management of Transport Regulations and Road Safety in the Province. Oversee the management of Transport Operations in the Province. Oversee the management of District Coordination and Government Fleet Services, Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

**Enq : Dr. Ntlhopeng Dikobe; Tel : 018 200 8021/22**



**POST : DIRECTOR: SUPPLY CHAIN MANAGEMENT**

**REF.NO : 02/2023/24**

**DIRECTORATE : SUPPLY CHAIN MANAGEMENT**

**SALARY : Remuneration package of R1105 383.00 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract**

**CENTRE: MAHIKENG**

**REQUIREMENTS:** National Senior certificate plus Bachelor's Degree (NQF level 7) in Supply Chain Management/ Finance/ Financial Management/ Economics/ Auditing or relevant qualification. Five (5) years' experience at middle management level at Supply Chain Management environment. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License. **KNOWLEDGE:** In-depth knowledge of legislative framework that governs the Public Service. Customer Service principles (Batho pele principles). Risk Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, Understanding of budgeting and Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). **SKILLS:** Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.

**DUTIES:** Ensure the development, implementation and maintenance of all transversal SCM policies, procedure manuals and guidelines in the Departments Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance. Provide effective movable assets and liability management services. Oversee the management of procurement and contract management systems. Management of the bidding processes. Ensure bid compliance to procurement policies and PFMA. Review and evaluate statistic on bids awarded. Application of demand and acquisition management. Monitoring the development of the procurement plan. Ensure proper implementation of bid processes in accordance with relevant prescripts. Development of adequate risk management measures. Manage all resources of the Directorate.

**Enq:Ms K Phatudi Tel No. 018 200 8024/25**



**POST : DIRECTOR: PUBLIC TRANSPORT SERVICES**

**REF.NO : 03/2023/24**

**CHIEF DIRECTORATE : TRANSPORT OPERATIONS**

**SALARY : Remuneration package of R1105 383.00 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract**

**CENTRE: MAHIKENG**

**REQUIREMENTS:** Grade 12 certificate plus a recognised NQF 7 Qualification in Transport Management/Economics/Administration. Five (5) years of experience at middle managerial level in Transport Management environment. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Valid Drivers' License **KNOWLEDGE:** Extensive appropriate strategic management, public transport policies and strategies. Public Finance Management Act (PFMA). Knowledge of public services Act, public services regulations and frameworks. Ability Conceptualise policy and apply it successfully. **SKILLS:** High level of written and verbal communication with ability to make presentations. Services delivery innovative and management skills. Leadership and administrative skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven. Computer literacy. Ability to interact professionally and effectively with diverse Stakeholders. Analytic skill and problem solving skills. Have the ability to generate new idea and improve where circumstances require. **PERSONAL ATTRIBUTES:** Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.

**DUTIES:** Manage personnel of the Directorate and provide effective guidance on implementation of Government policies and regulations. Monitor the implementation of Transport legislation in relation to monitoring and oversight of the Public Transport service functions in the Province. Evaluate and review practices, methodologies and performance of the directorate in the province and compile reports.

**ENG: MS M. Dayel, Tel: 018 200 8027**

